

**Department of Social and Health Services
Medical Assistance Administration
and
Department of Health
Maternal and Infant Health**



Childbirth Education

**Billing Instructions
[WAC 388-533-0390]**

October 2003

About this publication

Published in coordination with Washington State's:

Medical Assistance Administration
Department of Social and Health Services
and
Maternal and Infant Health
Department of Health

October 2003

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Important Contacts

A provider may contact MAA with questions regarding its programs. However, MAA's response is based solely on the information provided to MAA's representative at the time of inquiry, and in no way exempts a provider from following the laws and rules that govern MAA's programs. [WAC 388-502-0020(2)]

Where do I call to ask about a provider application packet?

Call the Department of Health at
(360) 236-3552

Where can I download the Childbirth Education Billing Form [DSHS 13-724]?

<http://www.wa.gov/dshs/dshsforms/forms/eforms.html>

Where do I send my claims?

First Steps Clearinghouse
Attn: CBE Billing
PO Box 47530
Olympia, WA 98504-5730
or email CBE Billing Form to:
firststeps@dshs.wa.gov

How do I obtain copies of billing instructions or numbered memoranda?

Go to MAA's website:
<http://maa.dshs.wa.gov>
(Click on "Provider Publications/
Fee Schedules")

Where do I call if I have questions regarding...

Program/Application Provider Questions – DOH/MIH

Policy/Program Oversight
Department of Health (DOH)
Maternal and Infant Health
(360) 236-3552

Billing Questions – DSHS/MAA
Department of Social & Health Services
Medical Assistance Administration
First Steps Clearinghouse
(360) 725-1666

Private insurance or third-party liability, other than Healthy Options?

Coordination of Benefits Section
(800) 562-6136

Definitions

This section contains definitions, abbreviations, and acronyms used in these billing instructions that relate to the Medical Assistance program. The definitions are presented as a guide for the provider's use. They are not intended to be inclusive, nor are they intended to inhibit professional judgment. The criteria apply to all providers and contractors.

Approved Provider – an individual or agency that:

- Has a signed Client Services Contract on file with MAA to provide Childbirth Education (CBE) classes;
- Has signed program assurances on file with MAA; and
- Has an assigned CBE provider Social Services Payment System (SSPS) billing number from MAA.

Assurances – A signed agreement documenting that the provider understands and agrees to maintain certain required program elements and to work toward integrating other specifically recommended practices. Also referred to as the CBE assurances document.

Childbirth Education Classes (CBE) - A series of educational sessions, at least 8 hours in length offered in a group setting and led by an approved instructor that prepare pregnant woman and/or her support person(s) for an upcoming childbirth. A separate social support services payment system (SSPS) billing number is required to be a provider of these services.

Children with Special Health Care Needs (CSHCN) - Title V (federally funded) program for children with special health care needs.

Client - An individual who has been determined eligible to receive medical or health care services under any MAA program.

Client Services Contract – A written, signed agreement between DSHS and an entity to provide CBE services in a group setting to Medicaid-eligible pregnant women. The Client Services Contract outlines and defines terms of participation (This contract is required in lieu of MAA's standard Core Provider Agreement.)

Code of Federal Regulations (CFR) – Rules adopted by the federal government.

Community and Family Health (CFH) - The division within the state Department of Health whose mission is to improve the health and well-being of Washington residents, with a special focus on infants, children, youth, pregnant woman, and prospective parents.

Community Services Office (CSO) - An office of the department's Economic Services Administration (ESA) that administers social and health services at the community level. Eligibility for Medicaid is determined at the client's local CSO.

Consultation – A practice of conferring with other professionals to share knowledge and problem solve with the intent of providing the best possible care to clients.

Department - The state Department of Social and Health Services [DSHS]. [WAC 388-500-0005]

Department of Health (DOH) – The agency whose mission is to protect and improve the health of people in Washington State.

Doula – A supportive companion trained and certified to provide physical, emotional, and informational support to women (and their partners) during labor, birth, and post-partum.

Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) – Means a program providing early and periodic screening, diagnosis and treatment to persons under twenty-one years of age who are eligible for Medicaid. [WAC 388-500-0005]

First Steps - The 1989 Maternity Care Access Act, known as First Steps. This program provides maternity care for pregnant and post-pregnant women and health care for infants. The program is administered jointly by DSHS and DOH. First Steps maternity care consists of obstetrical care, case management, and support services such as community health nursing, nutrition, psychosocial visits, and childbirth education classes. Ancillary services include expedited eligibility determination, case finding, outreach, childcare, and transportation. Specialized substance abuse treatment services, offered through the Omnibus Drug Act, encompass residential and outpatient treatment and transitional housing.

Infant Case Management (ICM) – A program that provides enhanced case management service to eligible high-risk infants and their families. Eligibility for ICM may be established at the end of the maternity cycle and up to the baby's first birthday.

Interagency Agreement – A written letter of agreement between two agencies for the exchange of referrals or service provision (e.g., a written agreement in letter format that agrees to an exchange of referrals or services for MSS/ICM clients).

Interdisciplinary Team – Members from different professions and occupations that work closely together and communicate frequently to optimize care for the client (pregnant woman and infant). Each team member contributes their knowledge, skill set and experience to support and augment the contributions of their team members.

Managed care – A comprehensive system of medical and health care delivery including preventive, primary specialty, and ancillary health services. These services are provided through a managed care organization (MCO) or primary care case management (PCCM) provider. [WAC 388-538-050]

Maternal and Infant Health (MIH) - A section within the state Department of Health. MIH works collaboratively with DSHS to provide clinical consultation, oversight and monitoring of the Integrated Maternity Support Services / Infant Case Management program.

Maternity Support Services (MSS) – Preventative health services for pregnant/postpregnant-women including: professional observation, assessment, education, intervention, and counseling. The services are provided by an interdisciplinary team consisting of at minimum, a community health nurse, a nutritionist, and a behavioral health specialist. Optional members of the team are community health workers working under the direction of a professional member of the team and doula.

Maximum allowable - The maximum dollar amount MAA will reimburse a provider for a specific service, supply, or piece of equipment.

Medicaid - The state and federally funded Title XIX program under which medical care is provided to persons eligible for the:

- Categorically needy program;
- Medically needy program

Medical Assistance Administration (MAA) - The administration within DSHS authorized by the secretary to administer the acute care portion of Title XIX Medicaid, Title XXI state Children's Health Insurance program (S-CHIP), Title XVI, and the state-funded medical care programs, with the exception of certain nonmedical services for persons with chronic disabilities.

Medical Identification Card – The document MAA uses to identify a client's eligibility for a medical program. These cards were formerly known as medical assistance identification (MAID) cards.

Patient Identification Code (PIC) - An alphanumeric code assigned to each MAA client consisting of:

- First and middle initials (or a dash (-) must be entered if the middle initial is not indicated).
- Six-digit birthdate, consisting of *numerals only* (MMDDYY).
- First five letters of the last name (and spaces if the name is fewer than five letters).
- Alpha or numeric character (tiebreaker).

Provider – Any person or organization that has a signed contract or Core Provider Agreement with DSHS to provide services to eligible clients.

Provider number – An identification number issued to providers who have a signed contract(s) with MAA.

Revised Code of Washington (RCW) - Washington State laws
[<http://wsl.leg.wa.gov/wsladm/rcw.htm>].

Social Services Payment System (SSPS) - Automated system used to authorize payments and services.

Title XIX - The portion of the federal Social Security Act that authorizes grants to states for medical assistance programs. Title XIX is also called Medicaid.
[WAC 388-500-0005]

Usual and customary charge – The fee that the provider typically charges the general public for the product or service. [WAC 388-500-0005]

Washington Administrative Code (WAC) Codified rules of the state of Washington.
[<http://www.mrsc.org/wac.htm>]

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About the Program

What is the purpose of childbirth education?

The purpose of childbirth education is to help prepare the client and her support person(s) to:

- Understand the physiological, emotional and psychological changes the client is experiencing;
- Develop self advocacy skills;
- Understand what to anticipate prior to, during and after labor and delivery;
- Understand and plan for the changes that occur postpregnancy; and
- Increase positive relationships with local community resources.

The Department of Health (DOH) and the
Department of Social and Health Services (DSHS)
work in cooperation to make this possible.

Freedom of Choice/Consent for Services

CBE clients have the right to choose their CBE provider, and (if not enrolled in a managed care plan), any other MAA provider, as allowed under Section 1902(a)(23) of the Social Security Act.

Consent/Refusal: Document the client's consent or refusal to receive
MSS/ICM services in the client's record.

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Client Eligibility

Who is eligible for childbirth education?

[Refer to WAC 388-539-0390(2)]

To be eligible for childbirth education, a client must:

- Be pregnant; and
- Present a DSHS Medical Identification (ID) card with one of the identifiers from the box below:

Medical Program Identifier	Medical Program
CNP	Categorically Needy Program
CNP – CHIP	Categorically Needy Program - Children's Health Insurance Program
CNP-Emergency Medical Only	Categorically Needy Program-Emergency Medical Only



Note: If the client is pregnant, but her card does not list one of the above medical program identifiers, please refer her to the local Community Services Office (CSO) to be evaluated for a possible change in her medical assistance program that would enable her to receive full scope maternity care.



Note: A CBE client is not required to be enrolled in MSS/ICM in order to qualify for CBE covered services.

Are clients enrolled in an MAA managed care plan covered for childbirth education?

Yes! Clients who are enrolled in an MAA managed care plan are eligible for childbirth education outside their plan. MAA reimburses for childbirth education through its fee-for-service system. Coverage and billing guidelines found in these billing instructions apply to managed care clients.

Bill MAA directly.

Clients who are enrolled in an MAA managed care plan will have an “HMO” identifier in the HMO column on their DSHS Medical ID cards.

Provider Requirements

Who can provide childbirth education?

[Refer to WAC 388-539-0390(3)]

A childbirth educator providing services under this billing instruction must:

1. Be an approved childbirth education (CBE) provider with an assigned CBE number;
2. Have a signed program assurances on file with the Medical Assistance Administration (MAA);
3. Have a signed client services contract for CBE on file with MAA;
4. Deliver CBE services in group sessions; and
5. Bill the MAA according to these billing instructions.

Childbirth Educators and/or agencies must complete the MAA Client Services Contract prior to billing. Upon approval, MAA will assign a separate CBE Social Services Payment System (SSPS) provider billing number.

How do I become an “approved” childbirth education provider?

Call the Department of Health at (360) 236-3552 for a Provider Application packet that details a Childbirth Educator’s Required Qualifications or request information from:

DOH – Maternal and Infant Health
Health Education Consultant
PO Box 47880
Olympia, WA 98504-7880

MAA considers services provided and billed by staff not qualified to provide those services as erroneous billings and will recoup any resulting overpayment during an audit.

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Coverage

What is covered?

[Refer to WAC 388-539-0390(4)]

MAA covers one series of childbirth education classes per eligible client, per pregnancy. Childbirth education classes must be delivered in group sessions and according to the signed Client Services Contract (which includes CBE assurances) approved by the MAA/DOH program consultants.

Reimbursement for childbirth education classes includes all classes and educational materials provided throughout the session.

What is not covered?

[Refer to WAC 388-539-0390(5)]

Under the Childbirth Education Program, MAA does not cover childbirth education that is provided during a one-to-one home or office visit.

For information regarding one-o-one home or office visits, refer to the Maternity Support Services/Infant Case Management Billing Instructions, dated October 2003. To view or download this manual, go to: <http://maa.dshs.wa.gov> (click on Provider Publications/Fee Schedules).

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Billing

What is the time limit for billing? [Refer to WAC 388-502-0150]

MAA requires providers to submit claims within 365 days of the delivery of service.

What fee must I bill MAA?

Bill MAA your usual and customary fee.

What records must be kept?

Specific to Childbirth Education:

Providers must:

- Maintain documentation of names of First Steps attendees and dates they participated in the classes (a client sign-in sheet is preferred for each class); and
- Make charts and records available to DSHS, its contractors [such as the Department of Health], and the US Department of Health and Human Services, upon their request, for at least six years from the date of service or more if required by federal or state law or regulation. [Refer to WAC 388-502-0020]

Fee Schedule

Effective for dates of service on and after October 1, 2003

What has changed?

The Health Insurance Portability and Accountability Act (HIPAA) requires all healthcare payers to process and pay electronic claims using a standardized set of procedure codes. In order to comply with HIPAA requirements, MAA is **discontinuing state-unique procedure code 0410M** previously used for Childbirth Education and listed in the Maternity Support Services Billing Instructions.

Effective for claims with dates of service on and after October 1, 2003, MAA requires approved CBE providers to bill MAA for CBE classes using the Childbirth Education Billing Form [DSHS 13-724]. **You must use this form to bill MAA for CBE classes. Do not use a HCFA-1500 claim form.** Send the CBE Billing Form to the address listed in Section F.

A procedure code is not necessary when billing MAA using the CBE Billing Form (see Section F.). Reimbursement for Childbirth Education will be made through the Social Services Payment System (SSPS).

Reimbursement for Childbirth Education

Reimbursement for childbirth education classes includes all classes and educational materials provided throughout the session. Reimbursement is limited to one series per client, per pregnancy.

Brief Description	Maximum Allowable
Childbirth Education Classes, per client, per series	\$ 60.00

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Completing the Childbirth Education Billing Form

General Guidelines

Please follow these steps to avoid a delay in your payment.

- Use the official Childbirth Education Billing Form [DSHS 13-724].
To download, go to: <http://www.wa.gov/dshs/dshsforms/forms/eforms.html> .
- Use standard typewritten fonts that are 10 c.p.i. (characters per inch).
Do not use italics or script.
- Use black printer ribbon, ink-jet, or laser jet cartridges.
- Ensure all the claim information is entirely contained within the proper field on the billing form.
- List one client per billing form. Use a separate billing form for multiple clients.
- Complete each field. Do not leave any fields blank.

For specific field instructions, refer to the directions listed on the Childbirth Education Billing Form.



MEDICAL ASSISTANCE ADMINISTRATION
CHILDBIRTH EDUCATION BILLING

1. AGENCY/PROVIDER NAME						2. CBE PROVIDER (SSPS) NUMBER									
3. ADDRESS (WHERE CHECK WILL BE SENT)						CITY		STATE		ZIP CODE					
4. CLIENT'S NAME LAST FIRST MIDDLE INITIAL						5. DATE OF BIRTH									
6. CLIENT'S COUNTY OF RESIDENCE			7. ESTIMATED DUE DATE			8. DATE SERVICE BEGAN			9. PIC NUMBER						
Please Check Answers:															
10. RACE/ETHNIC ORIGIN		F	<input checked="" type="checkbox"/>	RACE/ETHNIC ORIGIN		F	<input checked="" type="checkbox"/>	11. LANGUAGE		CODE	<input checked="" type="checkbox"/>	12. SOURCE OF REFERRAL		CODE	<input checked="" type="checkbox"/>
Asian		2		Native American		A		English		13		CSO		9	
African-American		4		Other Minority		C		Spanish		03		First Steps MSS/ICM Provider		28	
Caucasian		6		Refused to state Undetermined		F		Russian		18		Medical Provider		29	
Hispanic		8						Other		14		Other		49	
13. STATUS		CODE	<input checked="" type="checkbox"/>	14. Did you provide each First Steps client with information about family planning methods and/or be able to provide documentation that First Steps clients are referred to a community resource that provides family planning services? <input type="checkbox"/> Yes <input type="checkbox"/> No						15. STATUS		<input checked="" type="checkbox"/>			
Adult		1								First Birth					
17 or Younger		13								Subsequent Birth					
16. NUMBER OF SESSIONS IN SERIES				17. NUMBER OF SESSIONS CLIENT ATTENDED				18. WHAT IS YOUR USUAL & CUSTOMARY FEE?							
19. IS THIS AN MSS CLIENT? <input type="checkbox"/> Yes <input type="checkbox"/> No				20. IF NO, WAS A REFERRAL MADE? <input type="checkbox"/> Yes <input type="checkbox"/> No				21. MAA'S MAXIMUM ALLOWABLE \$60							

DSHS 13-724 (10/2003)

Send Completed form to:

First Steps Clearinghouse
Attention: CBE Billing
PO Box 45730
Olympia, WA 98504-5730
or e-mail as attachment to:
firststeps@dshs.wa.gov

INSTRUCTIONS

- | | |
|--|--|
| 1. Enter legal name of agency/business. | 13. Check client's age status. |
| 2. Enter your CBE (SSPS) Provider Number | 14. Check Yes or No. |
| 3. Enter address where check will be sent. | 15. Check client's pregnancy status. |
| 4. Enter client's name: Last, First, Middle Initial. | 16. Enter number of CBE classes in series. |
| 5. Enter client's date of birth. | 17. Enter number of CBE classes in series that client attended. |
| 6. Enter client's county of residence. | 18. Enter your usual and customary charge for CBE classes to general public. This information is collected for future rate setting purposes. |
| 7. Enter client's estimated due date. | 19. Check Yes or No |
| 8. Enter date client attended first CBE class. | 20. Check Yes or No |
| 9. Enter client's Patient Identification Code (PIC). | 21. For MAA use only. |
| 10. Check client's race/ethnic origin. | |
| 11. Check client's primary language. | |
| 12. Check who referred client to you. | |

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